
ELECTRONIC FILING

IS COMING

TO THE NORTHERN DISTRICT OF ALABAMA

Case Management/Electronic Case Files (**CM/ECF**) is the new automated case management and electronic docketing system which will be implemented in the Northern District of Alabama in 2004. **CM/ECF** will provide a new, easy-to-use electronic case filing feature that will make life easier for you by allowing you to file and view court documents over the Internet.

What Does CM/ECF Offer?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. **CM/ECF** also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- Capability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents
- Potential reduction in courier fees

What Do I Need to Use CM/ECF?

- A personal computer
- Word processing software
- Internet access and a browser
- Software to convert documents into PDF
- Scanning equipment may be useful

How Does it Work?

The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the formatting is preserved. Filing a document with the court's CM/ECF system is easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using court-issued login and password.
- Follow the simple instructions on the screen.
- Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

Are There Fees?

There are no added fees for filing documents over the Internet using CM/ECF. Filing fees and other statutory fees for certification will still apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page.

How will I Sign Documents?

The court will issue logins and passwords for each attorney. Use of your login and password to file a document replaces your signature, so this password should be kept secure.

When is CM/ECF Coming to This Court?

CM/ECF is coming in late 2004. Court staff will begin the implementation process in early 2004. The court anticipates allowing attorneys to electronically file documents by the end of 2004.

What Kind of Training will be Provided?

Training will occur at the courthouses in Birmingham and Huntsville. The court will also be working with counsel to provide training at other locations in the district.

Contact Information

You may obtain additional information on CM/ECF, request speakers for meetings or seminars, or arrange for demonstrations of CM/ECF by contacting Sharon Harris in the Clerk's Office at 205-278-1717.